

## **Minutes**

### **Community Preservation Committee**

**DATE:** Wednesday May 16, 2007  
**TIME:** 7:00 PM  
**PLACE:** City Council Chambers, 212 Main Street (BEHIND City Hall)

Members Present: Jack Horner, Chris Kennedy, Donald Bianchi, George Kohout (7:10), and Paul Waterman

Staff Present: Wayne Feiden

Jack Horner opened the meeting at 7:05 PM.

**Public Comment:**—Kate White, from the First Churches Capital Campaign said that she had no comments but did have some questions about the process. Jack Horner offered to meet with her after the meeting to answer her questions.

**Approval of Minutes:** Jack Horner suggested one correction for the first bullet point on brief discussion on CPA project evaluation criteria. That bullet should read “It was suggested that all relevant city boards should be asked for suggestions about possible criteria for each project and that the CPC should then hold public hearings. Upon motion by Don Bianchi and second by Paul Waterman, the CPC voted unanimously to approve the minutes of April 18, 2007, as amended.

**Chair’s report:** Jack Horner gave his report:

1. Jack Horner has requested Chris Kennedy to be the lead in fiscal matters with the city.
2. The Mayor, as per city charter, has sole authority to submit CPA, or any other project, to City Council.
3. Jack Horner will shortly be posting a list of all CPC members and other CPC information on the City’s CPC landing page.
4. [CPA@NorthamptonMA.gov](mailto:CPA@NorthamptonMA.gov) is the archival site for all CPA correspondence. To comply with public records law, all CPC email correspondence should be copied to this address.

#### **Discussion with Chris Pile, Northampton Finance Director:**

Chris Kennedy gave a brief introduction that to have CPA funds available, they need to be transferred into appropriate accounts. At a minimum, this must include at least 10% for open space, 10% for housing, 10% for historic preservation, and up to 5% for administrative expense.

Chris Pile provided an update that the Assessors original estimate, including abatements, would be that the City would raise \$588,000 in CPA funds for FY07. There is actually closer to \$690,000 already collected for FY2007. Assuming a 100% state match for the first year (such match to be released in October or November) and another \$690,000 collected for FY2008, all of those funds are available to spend in FY2008 or can rollover to future years.

Chris Pile provided details on how these funds should be appropriated to ensure carryover.

Upon motion by Paul Waterman and second by Don Bianchi, the CPC voted unanimously to recommend the following allocations from CPA fund revenues

1. \$250,000 for open space
2. \$250,000 for affordable housing
3. \$250,000 for historic preservation
4. \$ 50,000 for administration
- 5 The remainder, approximately \$1,270,000 as unallocated budget reserves

It was agreed that Jack Horner would meet with the Mayor and the Mayor, Jack Horner, Chris Pile, and Wayne Feiden would prepare the necessary paperwork for City Council.

Chris Pile clarified that these allocations would make the funds available, but that each CPC project would still require future City Council appropriations.

### **CPC Staffing**

The CPC reviewed the memo from the Office of Planning and Development providing staffing options. Upon motion by George Kohout and second by Chris Kennedy, the CPC voted unanimously to authorize the chair and negotiate and draft an agreement for the City, acting through its Office of Planning and Development, to provide staffing for Fiscal Year 2008.

### **Process to Develop Project Evaluation Criteria**

The CPC discussed how to evaluation criteria for project applications, both general criteria and specific open space, affordable housing, and administration criteria: The agreed on the following steps:

1. Office of Planning and Development will provide a draft set of criteria, drawing from other communities and unique Northampton needs.
2. CPC will discuss and modify at their June meeting
3. CPC will then ask other city boards for their input
4. CPC will hold a public hearing on the draft
5. Jack Horner will submit an op-ed piece on the CPA and draft criteria to inform the public and solicit their input.

### **Next meeting**

1. Public comment
2. Approval of minutes
3. Chair's Report
4. Discuss draft criteria
5. Discuss staffing proposal

**6. Other necessary business**

Upon motion by George Kohout and second by Don Bianchi, the CPC voted unanimously to adjourn at 8:45 PM.

*Respectfully submitted, Wayne Feiden*